

OFFICE OF THE ATTORNEY GENERAL
NJ DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF ELECTIONS

2004 POLLING PLACE ACCESSIBILITY CHECKLIST

THIS ACCESSIBILITY CHECKLIST MUST BE COMPLETED FOR EACH POLLING PLACE AND SUBMITTED TO THE ATTORNEY GENERAL **NO LATER THAN MAY 15, 2004**, AS REQUIRED BY N.J.S.A. 19:8-3.4.

COUNTY:_____ MUNICIPALITY:_____ POLLING PLACE ADDRESS:_____

DISTRICT(S) WITHIN POLLING PLACE:_____ TYPE OF STRUCTURE (school/church/etc.):_____

INDIVIDUAL COMPLETING CHECKLIST:_____ DATE EVALUATED:_____

NOTE: To complete this checklist, follow the route the voter will take on election day: from the parking facilities, outside entrance, inside passageway to the polling room. In the Comments Section, include description of barriers, methods to remove such barriers or possible alternatives.

I. ACCESSIBILITY CHECKLIST

A. PARKING:	YES	NO	COMMENT
1. Is a parking space designated for disabled persons?			
2. If so, is the space(s) the closet parking space(s) on the shortest accessible route to the building entrance.			
3. Does the parking space meet the requirements listed below? <i>The New Jersey Barrier Free Sub-code and the Americans with Disabilities Act require handicapped parking spaces to be at least 8 feet wide, with adjacent striped access aisles at least 5 feet wide. At least one handicapped parking space in each parking lot, and one in every eight accessible spaces, must be van-accessible, with an access aisle at least 8 feet wide. The parking spaces and access aisles must be painted to contrast with the pavement. Signage with the International Symbol of Accessibility and the Penalty Sign MUST be provided at each handicapped parking space. The lowest edge of the accessible parking sign must be 60 inches from the ground when the sign is parallel to the sidewalk or walkway and it must be 72 inches above the ground when the sign is perpendicular to the walkway. (This is so that people who are blind or of low vision do not bump the sign. It is not a range; it is a requirement.) N.J.A.C. 5:23-7.9(f)1</i>			
4. Is the parking space marked with the International Symbol of Accessibility (wheelchair symbol) and wording to include “Reserved Parking” with appropriate arrow marks below?			

5. If so, does each accessible sign contain the specific language required by N.J.S.A. 39:4-197(3)c (“Penalty, \$250 First Offense. Subsequent Offenses \$250 minimum and/or up to 90 days Community Service”)	YES	NO	COMMENT
6. Is the parking space on <u>level</u> ground?			
7. Is the parking space stable, firm, and slip resistant?			
8. Parking surface: () gravel () blacktop () cement () dirt			
9. Are ramps or curb cuts used to permit people to freely move from parking surface to path of travel?			
10. In the event that a polling location does not have permanent accessible parking spaces, temporary spaces can be designated for use by the disabled. Will such temporary accessible spaces be clearly marked “for use only by the disabled” on election day? Are such spaces located near an accessible polling place entrance?			
11. Will off street metered parking be provided on election day? If yes, will such accessible parking spaces be reserved for the disabled by installing a meter cap over the meter? Such spaces should also be clearly marked for disabled use only.			
B. ACCESSIBLE ROUTE:			
1. Is path of travel at least 3 feet wide?			
2. Is path of travel constructed of stable, firm and slip resistant surface?			
3. Does the path of travel have any changes in the level greater than 1/4"?			
C. RAMPS AND CURB RAMPS:			
1. Do ramps/curb ramps have a minimum clear width of 3 feet?			
2. Are surfaces stable, firm and slip-resistant?			
3. Are slopes not greater than 1 inch of rise per 12 inches of length?			
4. Are handrails on all ramps that have a rise exceeding 6 inches?			
5. Are projected edges used with drop-offs exceeding 6 inches?			
6. If ramp has a landing: a. Are the dimensions of the landing at least 5 feet by 5 feet? b. Is there a guardrail around the landing that is 30 inches or more above the ground?			

D. ENTRANCES (ALTERNATIVES) AND ELEVATORS:	YES	NO	COMMENT
1. Is the accessible entrance identified by the International Symbol of Accessibility? (wheelchair symbol)			
2. Do doorways provide a clear opening of 32 inches?			
3. Are thresholds beveled with a slope not exceeding 1:12 (1 inch of rise for 12 inches of length)?			
4. Are interior doors easy to open (not exceeding 5 pounds)?			
5. Is the door hardware easy to grasp with one hand without tight grasping or twisting of the wrist to operate? (Lever operated mechanism, Push type mechanism and U shaped handles are acceptable designs)			
6. Do elevators provide a clear opening of 32 inches?			
7. Is the interior large enough to accommodate a wheelchair? (68 x 54 inches)			
8. Are operating controls easy to use and to reach? (buttons no higher than 48 inches above the finished floor?)			
E. ACCESSIBLE INTERIOR ROUTES:			
1. Is the interior route at least 36 inches wide?			
2. Is the ceiling at least 6 feet 8 inches high?			
3. Is route constructed of a stable, firm and slip-resistant surface?			
4. Are there abrupt changes in the elevation of the interior route? (greater than one half inch)			
5. Where carpeting is used, is it securely attached?			
6. Is the route well lighted?			
7. Are there protruding objects which reduce the clear width of the route to less than 36 inches?			
8. Are there hanging objects which reduce the minimum height of the route from 6 feet 8 inches?			
9. If objects protrude from the wall, are they protected between if their leading edges are between 27 inches and 80 inches above this floor. (This is intended to protect people who are blind or who have low vision from bumping into an obstruction.)			

F. SIGNS			
1. Are signs used in order to direct voters to alternate accessible entrances?			
2. Is the lettering of the signs large enough to permit easy reading?			
G. ACCESSIBLE VOTING EQUIPMENT:			
1. Do the tables that are used for signing the poll books have a clear knee space underneath that is at least 27 inches high and 30 inches wide?			
2. Is table top at least 34 inches above the floor?			
3. Is voting equipment usable by individuals with limited hand or arm motion?			
4. Are typed instructions at the voting machine in 14 type print.			

II. POLLING PLACE ACCESSIBILITY

A. ACCESSIBILITY:	YES	NO	COMMENTS
1. Based on information supplied in this checklist, is this polling place accessible to the elderly and disabled?			

RETURN COMPLETED REPORTS TO:

OFFICE OF THE ATTORNEY GENERAL
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DIVISION OF ELECTIONS
JUSTICE COMPLEX, P.O. BOX 304
TRENTON, NEW JERSEY 08625-0304